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CONFIDENTIAL

23 January 1979

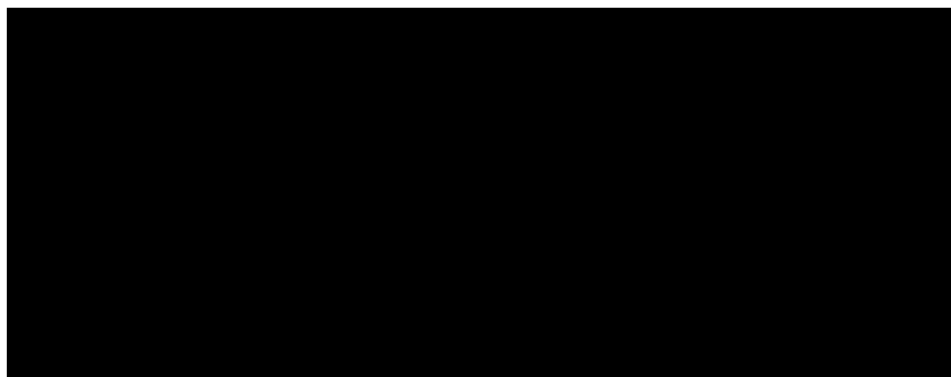
MEMORANDUM FOR THE RECORD

FROM : ADMAG Recorder

SUBJECT: Minutes of ADMAG Meeting, 22 January 1979(U)

1.(C)The regularly scheduled monthly meeting for ADMAG convened in the DDA Conference Room at 1500, 22 January 1979. In attendance were:

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2. Don W. reviewed the past twelve months of ADMAG activity. He summarized the items that were pending as far as final action. Those were: the insurance card problem; Trends & Highlights review; speakers

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3. General discussion ensued regarding new areas of concern that ADMAG might want to explore. It was felt that a session with Mr. Donald Wortman, DDA would be useful to enable the ADMAG to focus on general areas of concern and to hear his philosophy on the role he feels that the ADMAG should play(U).

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4. Elections for the positions of Chairman and Recorder were held. [redacted] was elected Chairman, ADMAG and Bob H., ADMAG Recorder (U).

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SUBJECT: Minutes of ADMAG Meeting, 22 January 1979 cont'd:

5. In reviewing the items which the ADMAG had addressed itself to and where we stand on final action, [REDACTED] undertook the task of reporting back to the individual in the Office of Communications who had raised the question of dental insurance and to bring the new members of ADMAG up-to-date on the Suggestions Award review. The Recorder will distribute copies of the proposed query to OP on the insurance card problem, the memorandum for the record concerning the audit of Trends & Highlights, the Directorate of Administration Training Program, and DD/A Administrative Notice # 78-16 (copies attached)(U).

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6. Bill M. raised the question of attendance of ADMAG meetings, suggesting that if a particular office representative could not attend, then he should deputize someone from his office to fill in. There was general disagreement with this proposal on the grounds that someone coming in for one meeting would not have sufficient background to be responsive to matters under discussion. All were urged to notify either the Chairman or Recorder in the event they were unable to be present(U).

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7. Mr. [REDACTED] stopped by to welcome the new members of ADMAG. He gave us a few words about Mr. Wortman and his belief that Mr. Wortman would be a strong supporter of the ADMAG(U)

8. The meeting adjourned at 1650. The next meeting will be on 26 February in the DDA Conference Room at 1500 (U).

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[REDACTED]
ADMAG Recorder

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